

Call for Proposals - Keynote Speakers

State of Missouri

2006 Governor's Conference on Workforce Development

Transforming Missouri's Workforce...Building New Pipelines to Prosperity

The Missouri Division of Workforce Development (DWD) is seeking motivational keynote speakers to present to a diverse audience for the **24th Annual Governor's Conference on Workforce Development..** The conference will be held at the Tan-Tar-A Resort, Osage, Beach, Missouri from October 11-13, 2006. We are seeking professional keynote speakers who have the ability to speak to diverse audiences from a national best practices or national current issues perspective.

The theme for this year's conference is "Transforming Missouri's Workforce...Building New Pipelines to Prosperity". It is anticipated the audience will consist of a mixture of over 800 representatives from workforce development service providers, workforce investment board members, US Department of Labor representatives, business professionals and Career Center partner agencies representing economic development, education, social services, vocational education, vocational rehabilitation, etc.

KEYNOTE REQUIREMENTS

- The presenter should indicate availability for one or both of the following times:
 - Luncheon - Thursday, October 12, 2006 from 12:00noon-2:00pm
 - Closing Ceremony - Friday, October 13, 2006 from 10:00am-12:00noon.
- Presentation topics will not exceed 50 minutes in duration
- Presentation topics should pertain to one or more of the following subject matters (however other topics may be considered at discretion of the DWD Director):
 - Teamwork
 - Leadership
 - Motivation
 - Change
 - Overcoming Obstacles
 - Workforce Development
 - Economic Development

TO APPLY:

Interested keynote speakers must include the following information in their proposal:

- Keynote speaker name and title,
 - Business name, mailing address and email address
 - Business contact person (if different from the keynote speaker) and contact information
 - Resume, highlighting former speaking engagements indicating audiences
 - An outline of presentation topics proposed and duration
 - Specify the presentations primary target audience
 - Audiovisual requirements
 - Detailed summary of fees (presentation fee, travel expenses, etc.)
- Reimbursement for costs of travel will be in accordance with the State of Missouri's travel and expense guidelines. These allow for airfare at coach rates, and meals (when not provided). The Division of Workforce Development will provide conference registration fees, meals and any necessary lodging expenses (at no cost) while on-site at the conference. Information that is more specific regarding State travel regulations will be provided if a contract is awarded.

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SELECTION PROCESS

Proposals will be individually evaluated to ensure they meet the minimum criteria as specified above. In addition the proposals will be rated on the presenter's experience, knowledge and demonstrated ability of subject matter, the presenter's national perspective, presenter costs, date of availability and DWD Director's initiatives.

We appreciate your interest and welcome your submission. The Missouri Division of Workforce Development reserve the right to review and accept only those proposals deemed suitable for the Conference. While, the Missouri Division of Workforce Development cannot guarantee you will be selected, we will keep your name and submission in our potential speaker database and will contact you should an opening arise that fits your qualifications. We sincerely thank you for your interest in the 2006 Missouri Conference on Workforce Development. This solicitation does not represent intent to contract with any individual except as expressly decided by the Division of Workforce Development solely at its discretion.

NOTIFICATION OF RESULTS

Speakers will be notified of the status of their proposal no later than September 1, 2006.

IF YOU ARE SELECTED

- A confirmation will be electronically sent indicating award, and details of the presentation time and location.
- We will need a photo and brief bio to insert in conference publications.
- A copy of your travel itinerary will be requested.
- A contract will be mailed to you for your signature.

CONTACT INFORMATION

For additional information or assistance with this Call for Proposals, please contact Regina Anderson, by e-mail: regina.anderson@ded.mo.gov or by calling 573.751.9539.

Deadline for Submission: August 21, 2006

Please send proposals to:

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